The Scarborough System.

MasterType's™ Filer

By Lizzy Corp. The easy-to-use home list manager. Designed with children and adults in mind. For addresses, collections, valuable records, etc. Sorts, prints and quizzes. Ready to use forms.

Paper Route
Gifts
Taxes
Books
Credit Cards
Birthdays

For ages 8 to adult

MasterType's™ Filer

DESIGNED BY LIZZYCORP.

Programmed by ISA Software, Inc.

Published by Scarborough Systems, Inc.
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Introduction

So you want to get organized . . . .

MasterType's *Filer* is a smart filing system. It will let you create records and lists and store them on computer floppy disks, where they will take up remarkably little space. It will put those lists in order, retrieve them selectively, print them on paper or on your computer's video display, and even ask you questions about them, so that you can organize your thoughts as well as your desk.

What you will find in your package

Your *Filer* package should contain the following items:

- this instruction manual
- a small machine-specific guide that will identify the special keys you must use to run certain features of the program
- the *Filer* Program disk
- the *Filer* Data disk.

In addition, of course, you will need a computer and a disk drive. A printer is optional but recommended. If you have all of these things, you are ready to begin working with *Filer*.

For Starters

This manual is divided into five basic parts. The first four provide a tutorial that will lead you step-by-step through the many features of the program. You will probably want to read these sections first. The appendix, which starts on p. 52, consists of a Quick Reference Guide. The Quick Reference Guide summarizes everything that we will discuss in the tutorial. If you are already familiar with computer programs that store data, you might wish to turn directly to the Quick Reference Guide and skip the tutorial. Otherwise, you may use the Quick Reference as, well, a reference, should you need one.

Before you begin using *Filer*, you should make a copy of the *Filer* Data disk. The instructions for copying this disk are in the machine-specific guide. The Data disk contains a number of example *Filer* files—which we will refer to in the tutorial section of this manual—as well as some space for files that you create yourself. When you have made a copy of this disk, place the original in a safe place and use the copy.

1.

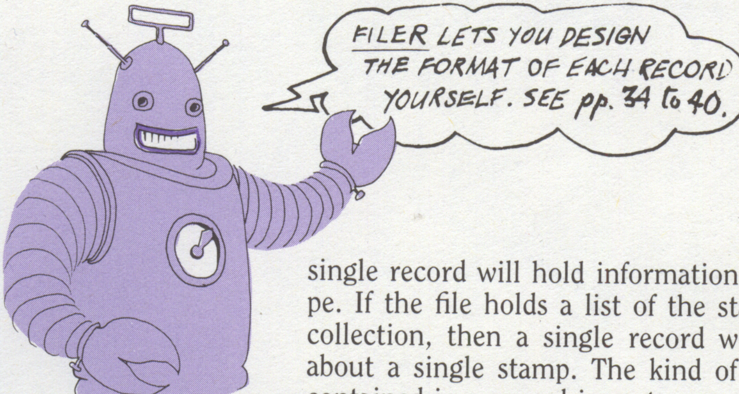
The Filing System

A tool for organizing

Filer is a tool for organizing information. It lets you create files of information with your computer and save them on a floppy disk. It also lets you read those files, print them out on paper, sort them into order, and retrieve selected portions of the information that they contain, according to criteria that you specify.

Filer organizes information into *files*. What is a file? A file is a collection of information. In a sense, a file is like a manila folder that can be used to hold pieces of paper on which things have been written, except that this folder (and the paper inside) is made up of electronic signals that can be read by a computer. A given file usually holds only a certain type of information. For instance, you might create a file to hold recipes, names and addresses, or a list of the stamps in your stamp collection.

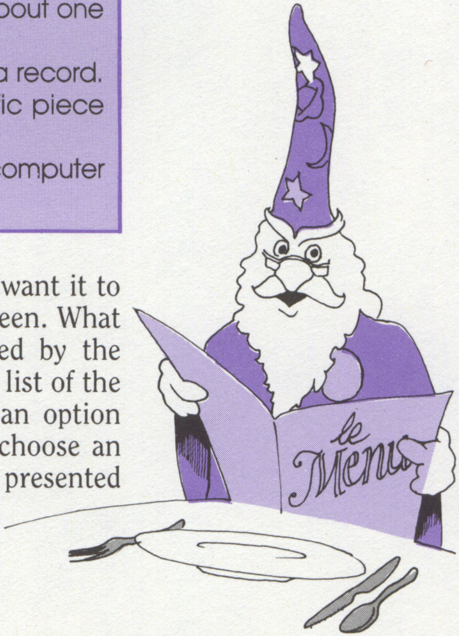
Each file is in turn made up of *records*. If a file is like a manila folder, then a record is a sheet of paper inside that folder. Because the files and records in *Filer* are made up of electronic signals, they are easily stored inside your computer—no need for a file cabinet. Each record contains information about a single aspect of the entire subject. For instance, if the file holds recipes, a single record will hold information about a single recipe. If the file holds a list of the stamps in your stamp collection, then a single record will hold information about a single stamp. The kind of information that is contained in a record is up to you.


FILER LETS YOU DESIGN THE FORMAT OF EACH RECORD YOURSELF. SEE pp. 34 to 40.

Additionally, each record is made up of several *data items*, each of which is identified by a *label* and contains a specific piece of information about the subject of the record. If the record contains a recipe, for instance, a data item within that record may contain the name of the recipe, or the name of one or more ingredients.

- ☆ A *file* is an organized collection of information.
- ☆ A *record* is a collection of information about one item or one subject in the file.
- ☆ A *data item* is a single piece of data in a record.
- ☆ A *label* is a term that identifies a specific piece of information in a record.
- ☆ A *menu* is a list of options offered by a computer program.

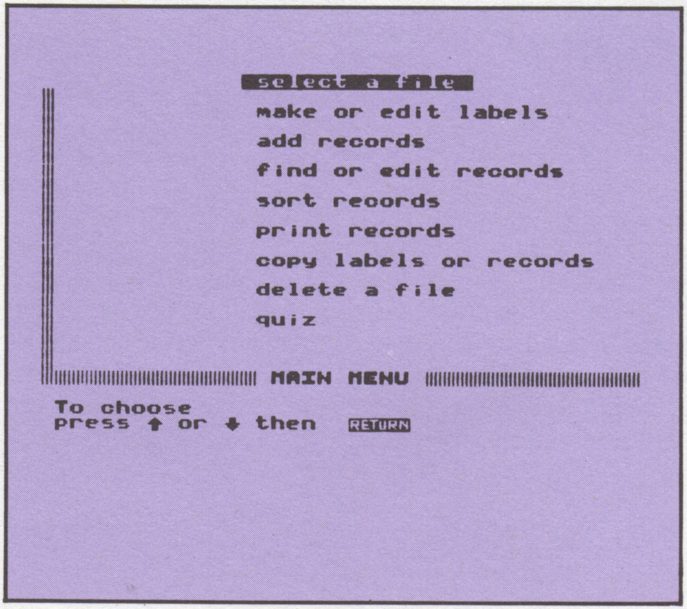
Filer is easy to use. You tell *Filer* what you want it to do by choosing items from a *menu* on the screen. What is a menu? It is a list of the options offered by the program, just as the menu in a restaurant is a list of the meals offered by the chef. You may choose an option from a computer menu much as you would choose an entree in a restaurant (though you will not be presented with a bill afterward).



Using Filer

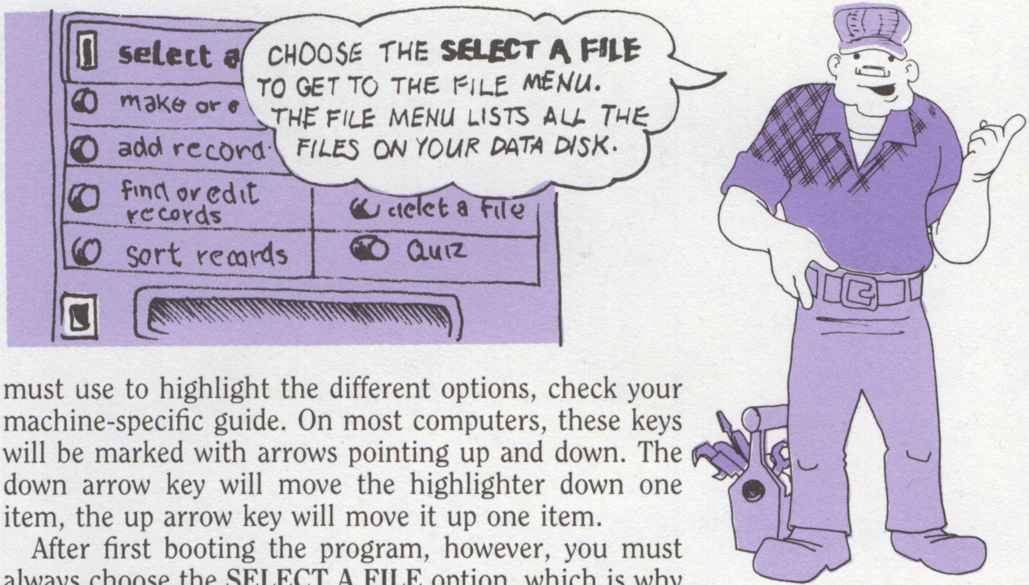
The best way to learn about a computer program is to use it . . . so let's use *Filer*.

The *Filer* program is (appropriately enough) on the *Filer* Program disk. The machine-specific guide will explain the proper technique for booting the program—that is, getting it to run on your computer. Once you have it running, you will see the *Filer* title screen. You may be asked to specify how many drives you are using. Choose 1 or 2, then either remove the *Filer* Program disk and replace it with the *Filer* Data disk in Drive 1 or leave the Program disk in Drive 1 and put the Data disk in Drive 2. (Remember to use your copy of the Data disk, not the original.) Now press **RETURN**. You will be presented with a list of options. This list is called the *Main Menu* and looks like this:



```
                    select a file
                    make or edit labels
                    add records
                    find or edit records
                    sort records
                    print records
                    copy labels or records
                    delete a file
                    quiz

                     MAIN MENU
To choose
press ↑ or ↓ then   RETURN
```

To choose an option from the Main Menu (or any other menu in *Filer*), you must highlight the option, then press the **RETURN** key. To find out which keys you

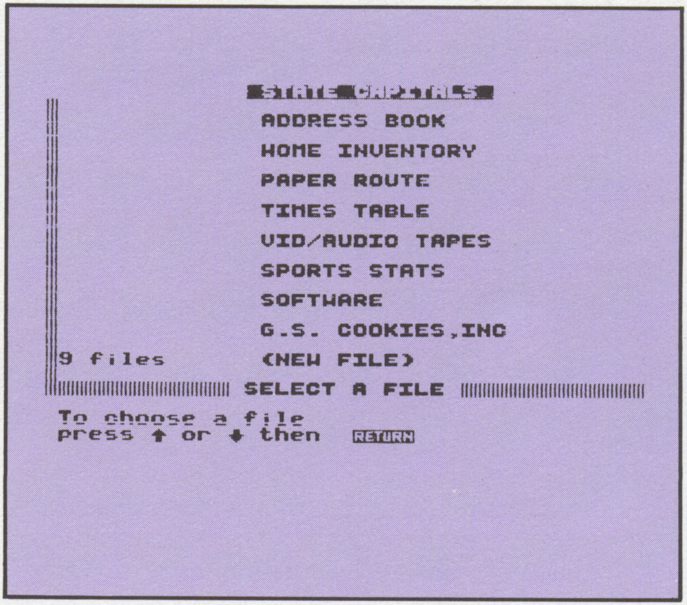

select a
make or e
add record
find or edit records
sort records
delete a file
Quiz
CHOOSE THE **SELECT A FILE** TO GET TO THE FILE MENU. THE FILE MENU LISTS ALL THE FILES ON YOUR DATA DISK.

must use to highlight the different options, check your machine-specific guide. On most computers, these keys will be marked with arrows pointing up and down. The down arrow key will move the highlighter down one item, the up arrow key will move it up one item.

After first booting the program, however, you must always choose the **SELECT A FILE** option, which is why *Filer* has highlighted this option for you. You use this option to tell *Filer* which file you want to work with or when you want to create a new file. *All subsequent commands to Filer will refer to this particular file until you choose the* SELECT A FILE *option again.* Later, you will create your own files, but for the moment you can use the files that are already stored on the *Filer* Data disk. Press **RETURN** (be sure the **SELECT A FILE** option is highlighted) to see a list of these files. We will refer to this list as the *File Menu*.

THE FILE MENU

You should see the following items when you select the File Menu on the *Filer* Data disk:

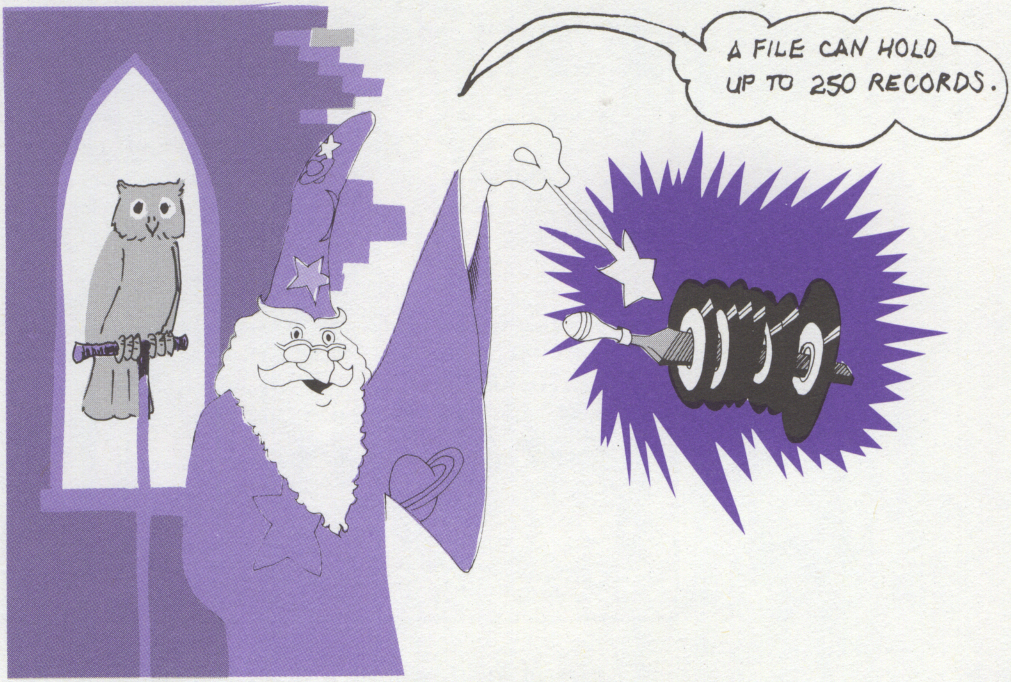


```
                    STATE CAPITALS
                    ADDRESS BOOK
                    HOME INVENTORY
                    PAPER ROUTE
                    TIMES TABLE
                    VID/AUDIO TAPES
                    SPORTS STATS
                    SOFTWARE
                    G.S. COOKIES,INC
9 files             <NEW FILE>
                  SELECT A FILE
To choose a file
press ↑ or ↓ then  RETURN
```

These are the file names for the files on the disk. They identify the type of information stored in each file in the same way that the name written on a manila folder identifies the contents of that folder.

As on the Main Menu, you select a file from the File Menu by highlighting the name of the desired file, then pressing **RETURN**. When you first see the File Menu on the *Filer* Data disk, the **STATE CAPITALS** file will be highlighted. For the purposes of this tutorial, highlight the file called **ADDRESS BOOK**. (See your machine-specific guide to learn which keys to use.) Select this file by pressing **RETURN**.

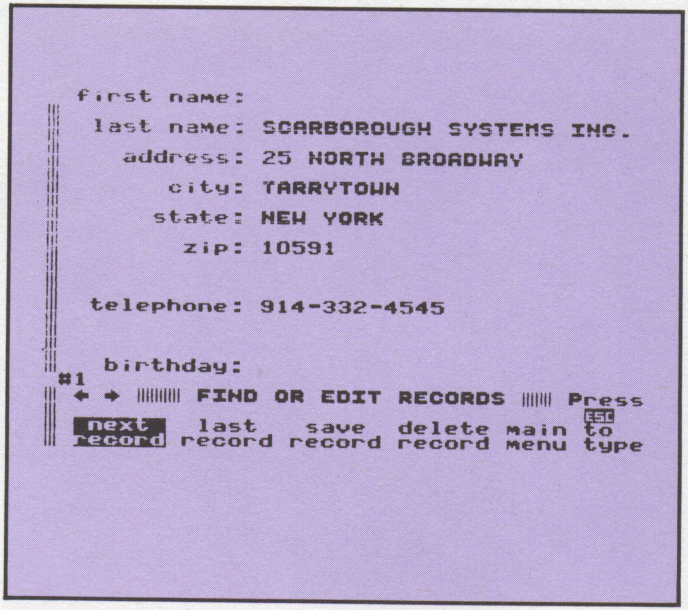
Filer will read a portion of this file from the disk. When it has finished reading, it will tell you how much space is left in the file. For the **ADDRESS BOOK** file, it will display the words **SPACE LEFT FOR 244 RECORDS**. A *Filer* file can hold up to 250 records. A little arithmetic tells us that the **ADDRESS BOOK** file currently contains 6 records.


A FILE CAN HOLD UP TO 250 RECORDS.

Press **RETURN**. The Main Menu will reappear, with the third option, **ADD RECORDS**, highlighted. *Filer* tries to guess which option you will want to select next and highlights that option for you. If you wanted to add more records to the current file, you would select the **ADD RECORDS** option that *Filer* is offering you. However, for the time being, we recommend that you simply look at the records that are already in the file. To do this, highlight the fourth option, **FIND OR EDIT RECORDS**. Press **RETURN** to select it.

Finding records

The **FIND OR EDIT RECORDS** option allows you to examine and change the records that are already in the file. After selecting this option, the screen should look like this:

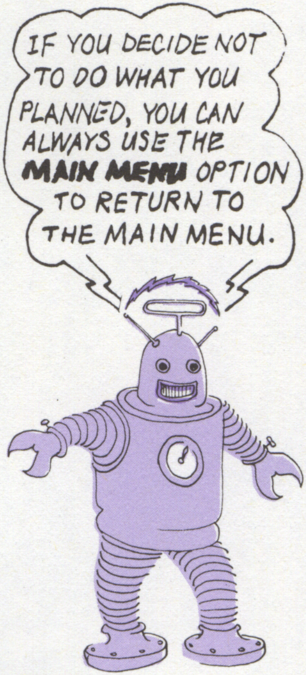


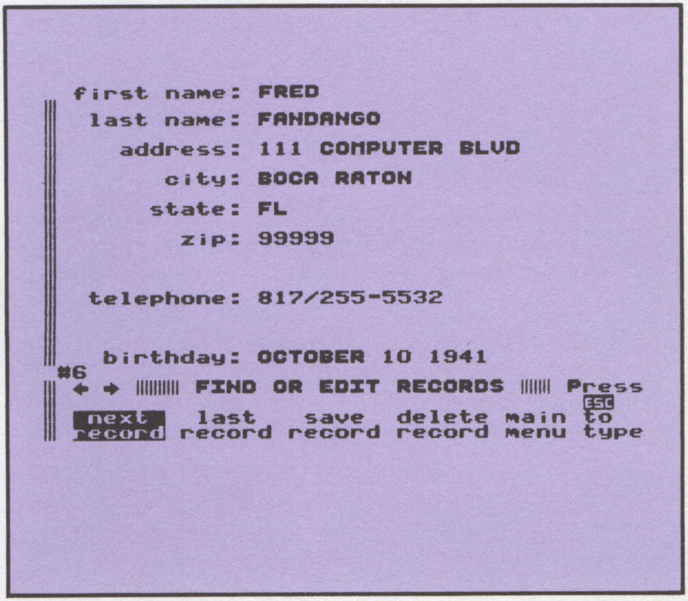
```
  first name:
   last name: SCARBOROUGH SYSTEMS INC.
     address: 25 NORTH BROADWAY
        city: TARRYTOWN
       state: NEW YORK
         zip: 10591

   telephone: 914-332-4545

    birthday:
#1
 ← → ||||||| FIND OR EDIT RECORDS ||||| Press
                                         ESC
 next    last    save    delete  main    to
 record  record  record  record  menu    type
```

A series of *labels* will be displayed in the upper portion of the screen, each followed by a blank line. These labels read: **FIRST NAME, LAST NAME, ADDRESS, CITY, STATE, ZIP, TELEPHONE,** and **BIRTHDAY.** This is the *label format* used by the file; in the actual records, each blank line will be filled with the appropriate data item. At the very bottom of the screen will be a small submenu made up of four options: **FIND, COUNT ONLY, ERASE,** and **MAIN MENU.** Directly above the submenu you will see the legend **FIND WHICH RECORDS?**

Use the options in the submenu to tell *Filer* which records you wish to select within the current file and what you wish to do with those records. Once again, you will use special keys to highlight an option, though possibly not the same keys as before. Consult the machine-specific guide to find out which to use. When you first see the submenu, the **FIND** option will be highlighted.

The **FIND** option will cause *Filer* to display some or all of the records in the current file. Press **RETURN** to select this option. Because you did not tell *Filer* which record(s) you wish it to "find," it will display all of the records in the file, starting with the first. As *Filer* reads the first record from the disk, the blank lines in the top part of the screen will fill with information:


IF YOU DECIDE NOT TO DO WHAT YOU PLANNED, YOU CAN ALWAYS USE THE MAIN MENU OPTION TO RETURN TO THE MAIN MENU.



```
 first name: FRED
  last name: FANDANGO
    address: 111 COMPUTER BLVD
       city: BOCA RATON
      state: FL
        zip: 99999

  telephone: 817/255-5532


   birthday: OCTOBER 10 1941
#6
 ← → ||||||| FIND OR EDIT RECORDS ||||| Press
                                        ESC
 next    last    save   delete  main   to
 record  record  record record  menu   type
```

These are the data items that make up the record. Each data item begins with a label that identifies the type of data in the item and ends with the *data field,* which contains the actual information.

At the bottom of the screen a new submenu, containing five options, will appear. The options are: **NEXT RECORD**, **LAST RECORD**, **SAVE RECORD**, **DELETE RECORD**, and **MAIN MENU**. These options tell *Filer* what you wish for it to do with the current record (if anything) and which record you wish to see next (if any).

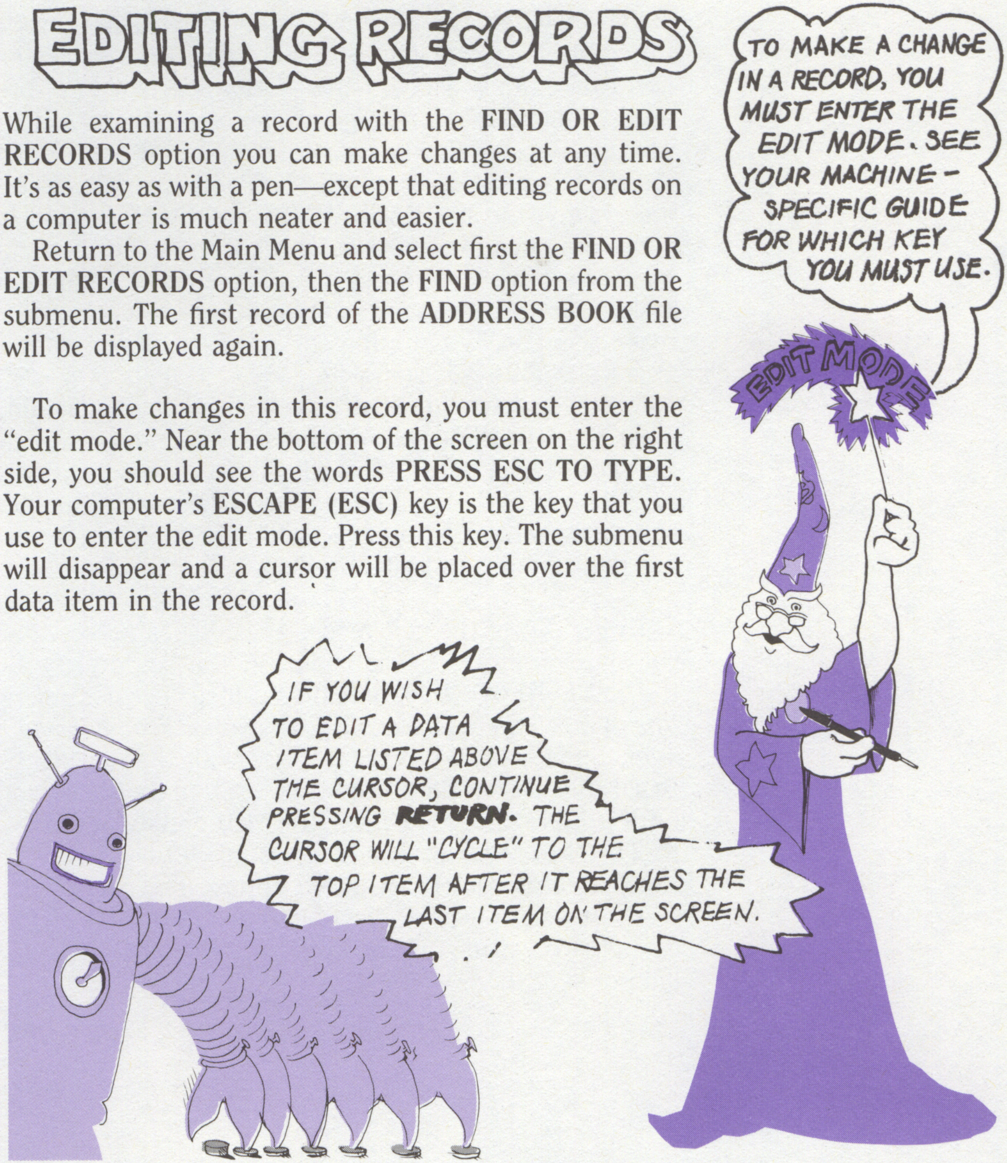
- ☆ The **NEXT RECORD** option causes *Filer* to read the next record from the disk and display it on the screen. Notice that the labels in the next record are the same as those in the first, but that the data displayed is different.
- ☆ The **LAST RECORD** option moves you to the previous ("last") record.
- ☆ The **SAVE RECORD** option saves the currently displayed record onto the disk. You should only use this if you have made changes to the record that you wish to keep. We will learn how to make changes in a moment.
- ☆ The **DELETE RECORD** option removes the currently displayed record from the file. Think carefully before choosing this option, because the file cannot be restored once it has been deleted.
- ☆ The **MAIN MENU** option will return you to the Main Menu.

EDITING RECORDS

While examining a record with the **FIND OR EDIT RECORDS** option you can make changes at any time. It's as easy as with a pen—except that editing records on a computer is much neater and easier.

Return to the Main Menu and select first the **FIND OR EDIT RECORDS** option, then the **FIND** option from the submenu. The first record of the **ADDRESS BOOK** file will be displayed again.

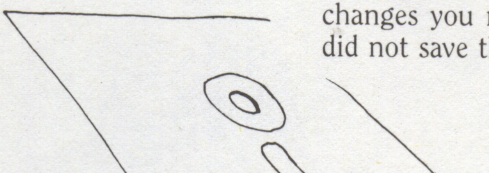
To make changes in this record, you must enter the "edit mode." Near the bottom of the screen on the right side, you should see the words **PRESS ESC TO TYPE.** Your computer's **ESCAPE (ESC)** key is the key that you use to enter the edit mode. Press this key. The submenu will disappear and a cursor will be placed over the first data item in the record.


TO MAKE A CHANGE IN A RECORD, YOU MUST ENTER THE EDIT MODE. SEE YOUR MACHINE-SPECIFIC GUIDE FOR WHICH KEY YOU MUST USE.
EDIT MODE
IF YOU WISH TO EDIT A DATA ITEM LISTED ABOVE THE CURSOR, CONTINUE PRESSING **RETURN.** THE CURSOR WILL "CYCLE" TO THE TOP ITEM AFTER IT REACHES THE LAST ITEM ON THE SCREEN.

You may now type new data in the data field. Consult the machine-specific guide to find out which keys can be used for editing data on the screen. Certain keys are used to move the cursor to any point in the data item where you wish to make changes. Other keys are used to insert characters or delete them. If you type something incorrectly, use the **BACKSPACE** (or **DELETE**) key on your computer to remove it. Don't worry about ruining the record with your editing. The changes that you make will not be permanent, unless you deliberately make them so by choosing the **SAVE RECORD** option after your editing is complete.

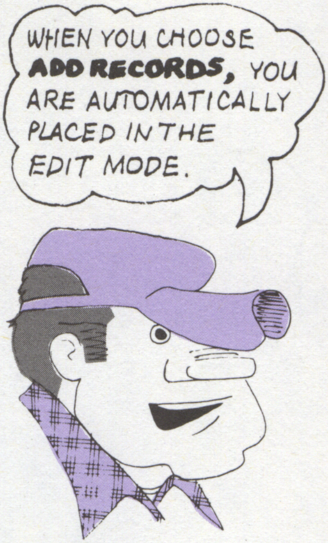
Once you have edited the name to your satisfaction, press the **RETURN** key. The cursor will move down to the second data item in this file. You may now edit this data item as well. To edit any other data item in the file, you must continue pressing **RETURN** until the cursor has moved down to that data item.

To get out of the edit mode, press the same key that you used to enter it. The submenu will reappear, with the **SAVE RECORD** option highlighted. *Do not select this option unless you want your changes to be permanent.* Since we are not yet finished with the **ADDRESS BOOK** file, do not do this now. Instead, move the cursor until it highlights the **NEXT RECORD** option, and press **RETURN** to select it. The next record will be displayed. Now, select the **LAST RECORD** option. The record that you just edited will be displayed once more. All of the changes you made will be gone, however, because you did not save them to the disk.



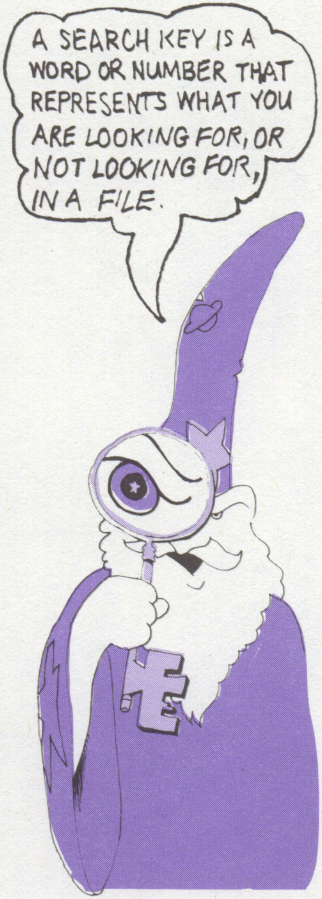
Adding Records

You can add new records to a *Filer* file at any time by selecting ADD RECORDS from the Main Menu. When you select this option, the labels in the current file (in this case, the ADDRESS BOOK file) will be displayed on the screen, each followed by a blank line. You will automatically be place in the edit mode, so that you can type new data items on these blank lines. For the ADDRESS BOOK file, you might like to type a new record using your own name and address, or the name and address of a friend. Use the same keys to move the cursor that you used earlier to edit the old records. When you are done, leave the edit mode. You will be presented with a small submenu containing three options: SAVE RECORD, ERASE RECORD, and MAIN MENU.


WHEN YOU CHOOSE **ADD RECORDS,** YOU ARE AUTOMATICALLY PLACED IN THE EDIT MODE.

- ☆ **SAVE RECORD** will save the new record to the disk. If you wish to add your new record to the current file, select this option.
- ☆ **ERASE RECORD** will erase everything that you typed while in the edit mode and will return you to the edit mode. If you are not satisfied with the new record and wish to start again from scratch, select this option.
- ☆ The **MAIN MENU** option will return you to the Main Menu. If you select this option before selecting the **SAVE RECORD** option, however, your new record will not be saved to the file, and will therefore be lost.

The "smart" file


A SEARCH KEY IS A WORD OR NUMBER THAT REPRESENTS WHAT YOU ARE LOOKING FOR, OR NOT LOOKING FOR, IN A FILE.

Filer allows you to do more than simply peruse the records in a file. You can select which ones you wish to look at and which ones you do not wish to look at. You can request *Filer* to show you only one record out of an entire file or only those records meeting certain criteria. In a file made up of more than five or ten records, this is a valuable convenience, perhaps even a necessity.

You select records by using *search keys.* A search key is a word or number that represents what you are looking for, or not looking for, in a file. For instance, you can tell *Filer* that you wish to see every file that contains a certain word in a data item, such as **DOG** or **CAT.** On the other hand, you can tell *Filer* that you wish to see every file that does *not* contain the word MOUSE in any of the data items. If the information in a certain data item is a number—in the **ZIP** data item of the **ADDRESS BOOK** file, for instance—you can tell *Filer* that you wish to see only the files in which this number is either equal to, greater than, or less than a certain number. The choice is yours to make. In each of these cases, the word or number that you specify—**DOG** or **CAT** or **MOUSE** or the zip code—is the search key, which *Filer* uses to unlock the file or files that you are looking for.

In addition, *Filer* allows you to combine several different search keys. For instance, you can tell *Filer* to show you only those records for men named **GEORGE** who live in zip code **56135** and were born in **1953.** If no record meets these criteria, then *Filer* will show you no records at all.

We use the **FIND OR EDIT RECORDS** option to perform these searches. Would you like a demonstration? From the Main Menu, choose the **FIND OR EDIT RECORDS** option. (For demonstration purposes, make sure that you are using the **ADDRESS BOOK** file.)

First, let's make a quick count of the records in the file. You could do this by selecting the **FIND** option and moving item by item through the file, counting as you go, but there is an easier way. Select the **COUNT ONLY** option from the submenu. The records in the file will be displayed in front of you, rapidly, one after another. *Filer* will then tell you how many records are in the file. In the **ADDRESS BOOK** file, this will probably be six or seven records, depending on how many of your own records have been added to the file. You will then be prompted to press **RETURN**, after which you will be returned to the Main Menu.

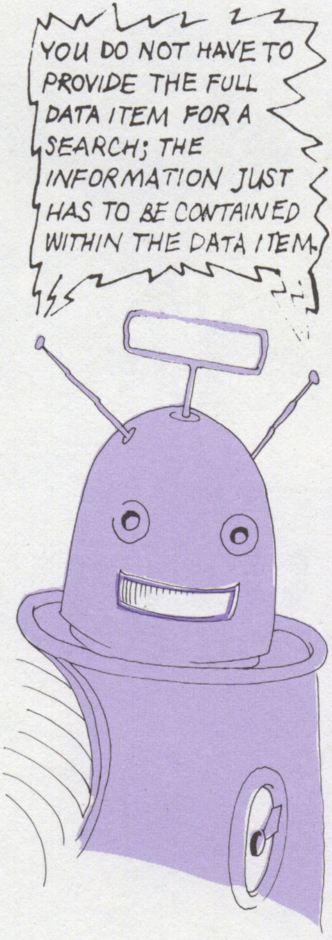
Selecting records

Suppose you wanted to search the **ADDRESS BOOK** file to find the address of a friend named Fred, though you cannot remember Fred's last name or even whether his full first name is Fred or Alfred or Frederick or any of several other possibilities. Using search keys, we can sift through the haystack of the **ADDRESS BOOK** file to find the needle of Fred's record.

Select the **FIND OR EDIT RECORDS** option from the Main Menu. When the file labels appear, enter the edit mode and type **FRED** on the line following the label **FIRST NAME. FRED** is your search key; it tells *Filer* that you want to see only those records in which the name **FRED** is part of the **NAME** data item.

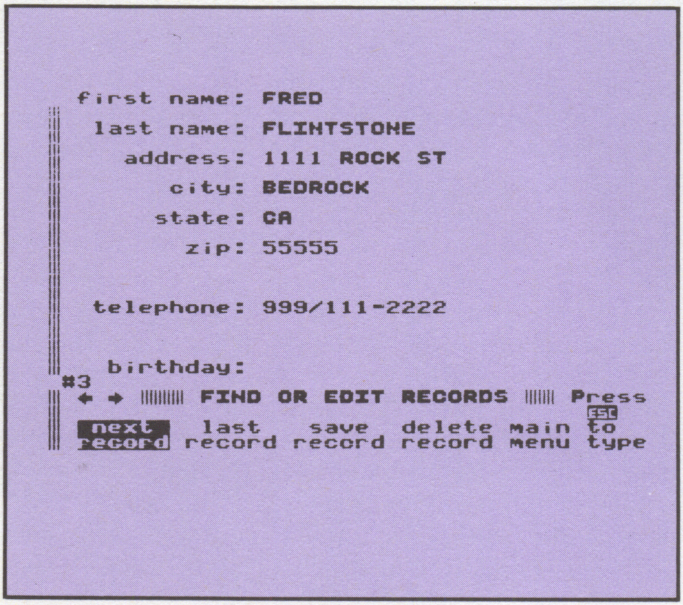
Now leave the edit mode and select the **COUNT ONLY** option again, so that you can obtain a count and a quick display of all records in which the **FIRST NAME** data item contains the name **FRED.**

Uh oh. The **COUNT ONLY** option finds five records that contain the name **FRED**, which is most of the file.


YOU DO NOT HAVE TO PROVIDE THE FULL DATA ITEM FOR A SEARCH; THE INFORMATION JUST HAS TO BE CONTAINED WITHIN THE DATA ITEM.

What should you do? On such a short file, you could examine the records individually to find the one you want, but for larger files this would be a considerable task. Fortunately, *Filer* allows you to search a file with more than one search key. If, for instance, you recall that your friend Fred lives in California, you can use CA (as it is probably referred to in the file) as an additional search key.

Select **FIND OR EDIT RECORDS** again, then enter the edit mode. Use the **RETURN** key to position the cursor on the line following the label **STATE.** Type CA, leave the edit mode, then select the **FIND** option. This record will be displayed:



```
 first name: FRED
  last name: FLINTSTONE
    address: 1111 ROCK ST
       city: BEDROCK
      state: CA
        zip: 55555

  telephone: 999/111-2222

   birthday:
#3
 ← → |||||| FIND OR EDIT RECORDS ||||| Press
                                       ESC
 next   last   save   delete main to
record record record record menu type
```

And there's your old friend Fred, whose last name turns out to be Flintstone. (How could you have forgotten that?)

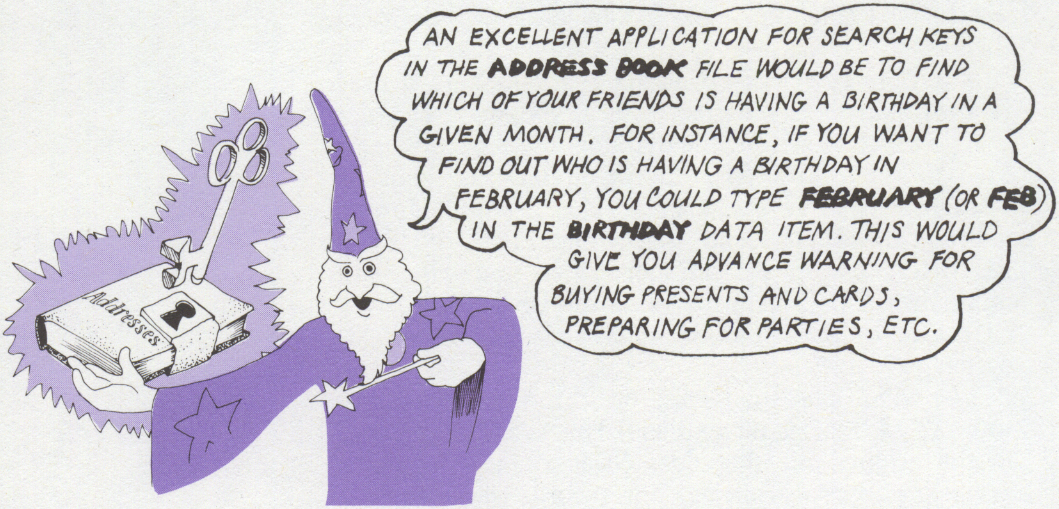
If you are tired of hearing about people named Fred (and Alfredo and Frederick, et al.), you may tell *Filer* that you wish to see any file that does *not* have the name Fred in the **NAME** data item. You do this, logically enough, with the word **NOT**.

From the Main Menu, select the **FIND OR EDIT RECORDS** option yet another time. Enter the edit mode. In the data item following the label **NAME**, type **NOT FRED**. Leave the edit mode and select the **FIND** option.

Filer will display the record for Scarborough Systems, Inc. (Why is that name familiar?) This is the only record in the original file that does **NOT** contain the name Fred. *Filer* will also display any records that you have added to the file (provided they do not contain the name **FRED** in the **FIRST NAME** data item).

In choosing a search key, you should always be as general as is reasonably possible. This will often save you from having to make multiple searches to find a data item. For instance, if you are looking for the records of all people who live on streets named Elm Street, but can't be sure if you typed the data item as **ELM STREET** or **ELM ST**, it's best to use **ELM ST** as your search key. **ELM ST** will match with both **ELM STREET** and **ELM ST**, while **ELM STREET** will only match **ELM STREET**.

Better still, you might choose the search key **ELM**, but bear in mind that this will also match **ELM BOULEVARD**, **SHADY ELM STREET**, **SELMA ROAD**, and anything else containing the letters **E**, **L**, and **M**, in that order. Thus, you should not be so general that *Filer* will find (or eliminate) files that it should not. To give another example, if you do not wish to see any records with **NEW YORK** in a given data item, you could use the search key **NOT NEW** in that data item. However, in addition to **NEW YORK** this key will also eliminate **NEW HAVEN**, **NEWFOUNDLAND**, **ONEWAY**, and anything else that contains the three consecutive letters **N**, **E**, and **W**.


AN EXCELLENT APPLICATION FOR SEARCH KEYS IN THE ADDRESS BOOK FILE WOULD BE TO FIND WHICH OF YOUR FRIENDS IS HAVING A BIRTHDAY IN A GIVEN MONTH. FOR INSTANCE, IF YOU WANT TO FIND OUT WHO IS HAVING A BIRTHDAY IN FEBRUARY, YOU COULD TYPE FEBRUARY (OR FEB) IN THE BIRTHDAY DATA ITEM. THIS WOULD GIVE YOU ADVANCE WARNING FOR BUYING PRESENTS AND CARDS, PREPARING FOR PARTIES, ETC.
Addresses

Looking for Numbers

Filer treats numbers differently than it treats words. Although it will search records to see if any data item contains a word that you specify as a search key, it will also look for entire ranges of numbers, or for numbers that have a certain relationship to other numbers.

For instance, suppose you want to see all records in **ADDRESS BOOK** that have zip codes greater than **50000**. Select **FIND OR EDIT RECORDS**, enter the edit mode, and type **> 50000** in the **ZIP** data item. The **>** symbol means "greater than." It tells *Filer* that you only want to see data items where the number is greater than **50000**. Then leave the edit mode and select the **FIND** option. You can see for yourself that only zip codes in the specified range are displayed on the screen.

On the other hand, if you want to see all records where the zip code is less than **50000**, you would type **50000** in the **ZIP** data item. The **<** symbol means "less than." It tells *Filer* that you only want to see data items where the number is less than **50000**. Try this for yourself to see that it works.

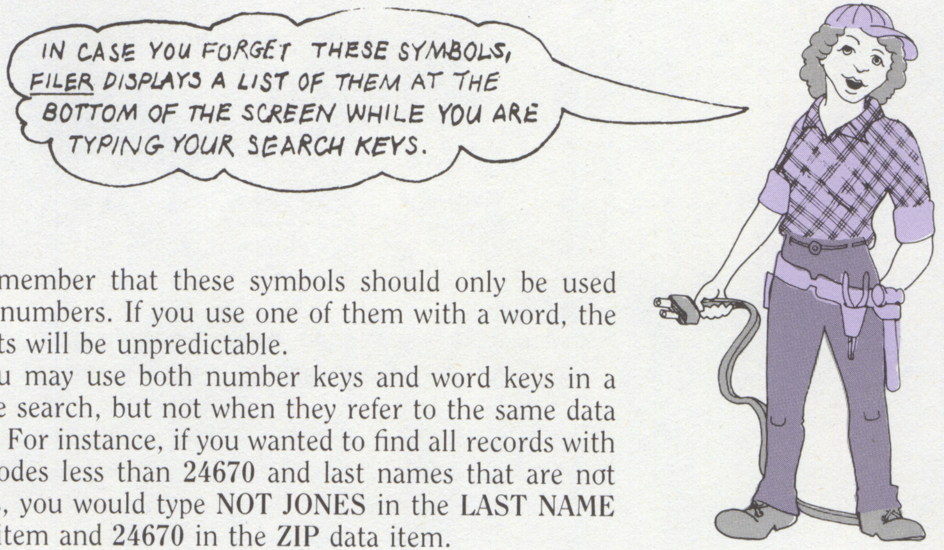
Filer offers you four different symbols to use in your search for numbers. You must type the symbol in the appropriate data item, followed by the number. Here are the symbols:

= (equal to) Selects all data items containing a number that is equal to the specified number.

< (less than) Selects all data items containing a number that is less than the specified number.

> (greater than) Selects all data items containing a number that is greater than the specified number.

< > (not equal to) Selects all data items containing a number that is not equal to the specified number.


IN CASE YOU FORGET THESE SYMBOLS, FILER DISPLAYS A LIST OF THEM AT THE BOTTOM OF THE SCREEN WHILE YOU ARE TYPING YOUR SEARCH KEYS.

Remember that these symbols should only be used with numbers. If you use one of them with a word, the results will be unpredictable.

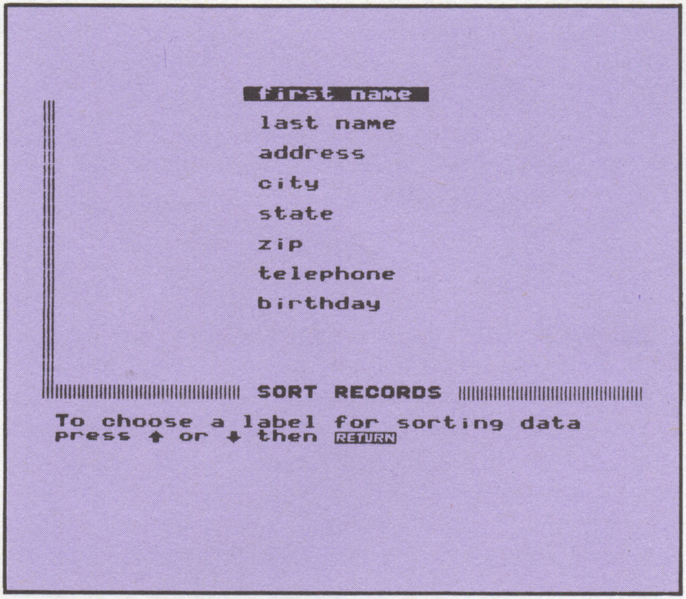
You may use both number keys and word keys in a single search, but not when they refer to the same data item. For instance, if you wanted to find all records with zip codes less than 24670 and last names that are not Jones, you would type NOT JONES in the LAST NAME data item and 24670 in the ZIP data item.

Getting things in order

When creating or reviewing files with *Filer*, there will be times when you want to put the records of a file into a certain order. This order may be alphabetical or numerical, may be based on a particular data item in each record, or may run forward or backward. *Filer* will do all of these things for you, and it will let you select the data item that is used to order the file.

The process of putting a file into order is called *sorting*. You can command *Filer* to sort a file by choosing the **SORT RECORDS** option on the Main Menu.

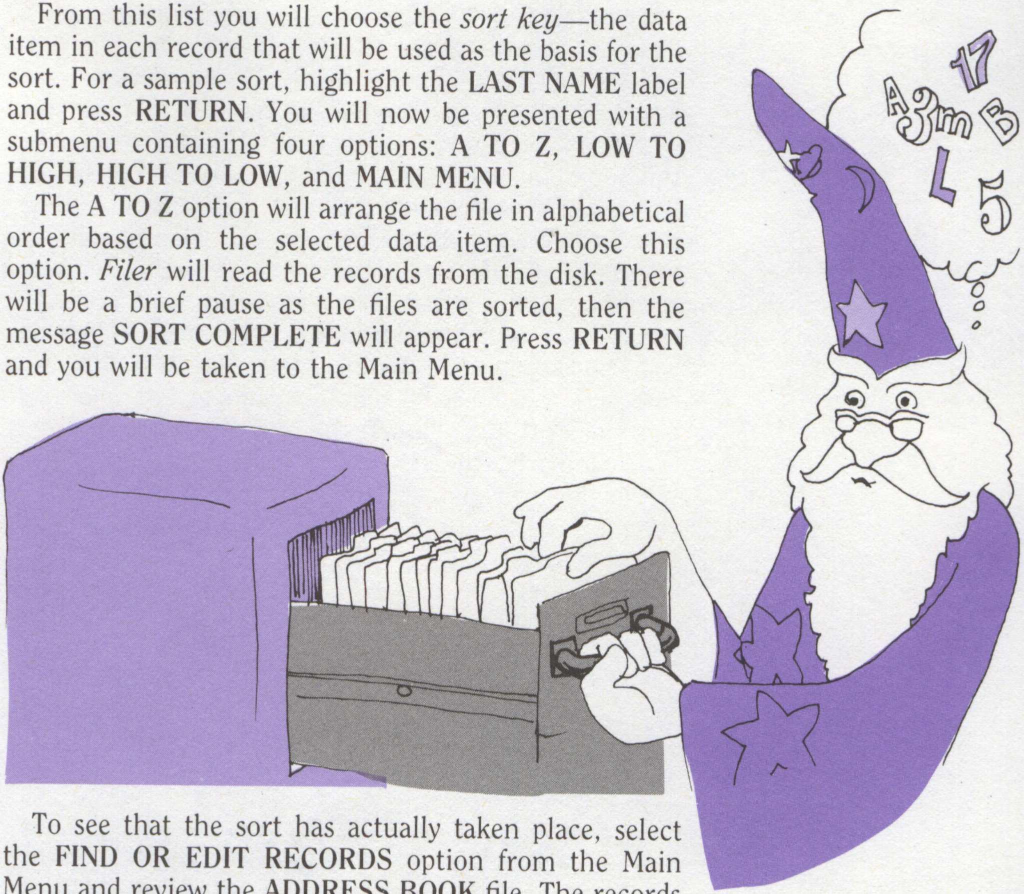
When you select this option, you will be presented with a menu of label names from the current file. In the **ADDRESS BOOK** file, that menu will look like this:



```
To choose a label for sorting data
press ↑ or ↓ then RETURN
```

From this list you will choose the *sort key*—the data item in each record that will be used as the basis for the sort. For a sample sort, highlight the **LAST NAME** label and press **RETURN**. You will now be presented with a submenu containing four options: **A TO Z**, **LOW TO HIGH**, **HIGH TO LOW**, and **MAIN MENU**.

The **A TO Z** option will arrange the file in alphabetical order based on the selected data item. Choose this option. *Filer* will read the records from the disk. There will be a brief pause as the files are sorted, then the message **SORT COMPLETE** will appear. Press **RETURN** and you will be taken to the Main Menu.



To see that the sort has actually taken place, select the **FIND OR EDIT RECORDS** option from the Main Menu and review the **ADDRESS BOOK** file. The records are now in alphabetical order.

You need not restrict yourself to sorting according to last name. Another useful sort for an address book would be one based on zip code. This type of sort is particularly useful for businesses engaged in the mass mailing of advertising literature (who are required by the postal service to organize parcels according to the zip codes of the recipients).

The **LOW TO HIGH** sort option places files in numerical order according to a selected numeric data item. For a demonstration, choose the **SORT RECORDS** option again on the Main Menu. This time, when presented with the label menu, choose the **ZIP** label. Then, when the submenu appears, choose the **LOW TO HIGH** option. *Filer* will read the data items and sort them. When the sort is complete, return to the Main Menu and choose **FIND OR EDIT RECORDS**. If you examine the records, you'll see that they are now in order according to zip code, with the lowest zip code number first and the highest zip code number last. The **LOW TO HIGH** sort option is reserved only for numbers. If you try to sort words in this manner, the result could be meaningless. Similarly, the **HIGH TO LOW** option is also reserved for sorting numbers, but it will sort them in reverse order, with the highest number first and the lowest number last.

Sorting not only puts your records in order, which makes individual records easier to find (assuming you can't find them using a search key), it also groups together records by a common data item. Suppose, for instance, that you are keeping a file of tax-deductible expenses and wish to review those expenses according to the type of expense represented. If you have included a **TYPE** data item among the record labels, you can sort the file using this data item as a sort key. All records belonging to the same type (that is, having a common word or number in the **TYPE** data item) will group together in the file. In this case, grouping data items by common type will probably be more useful to you than arranging them in alphabetical order.

2.

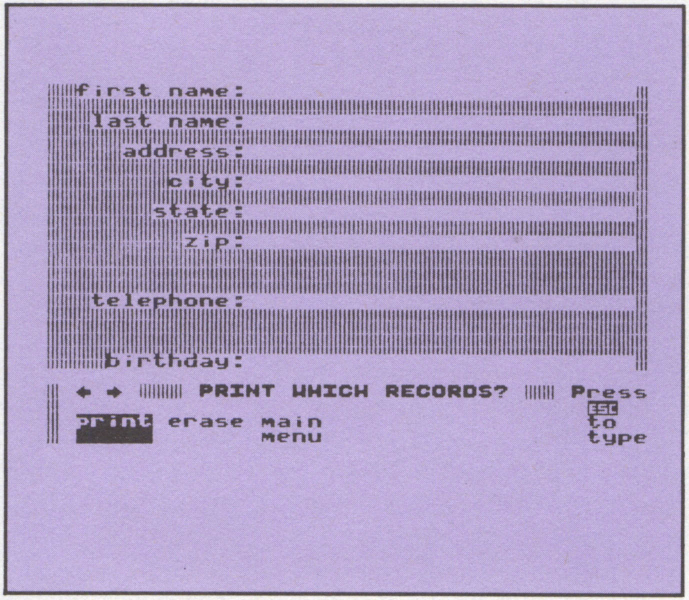
Putting it on Paper

Although it is possible to maintain records and lists entirely on a computer, you may also want to print out a copy of your files on paper. For instance, you may need to send a copy of your files to someone else, who does not have the same type of computer as you are using. Or you may simply want a chance to study the file at your leisure while another member of your family uses the computer.

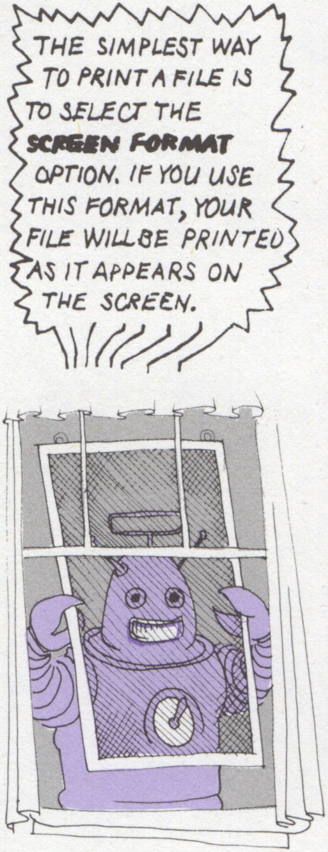
Filer not only allows you to print your files, but it gives you complete control over the format in which the files are printed. You may print all or some of the records in the file and all or some of the data items in each record, in whatever order you desire. Of course, if you wish to print files, you must have a printer hooked up to your computer.

To print your files, select the **PRINT RECORDS** option on the Main Menu. If you want to print the **ADDRESS BOOK**, for instance, choose that file from the File Menu, then the **PRINT RECORDS** option. Just as if you had chosen the **FIND OR EDIT RECORDS** option, you will be shown a list of labels in the file, each followed by a blank line. You may now enter the edit mode and specify search keys. If you do not specify a search key(s), all the records that are contained in that particular file will be printed.

Within the **PRINT RECORDS** option is a submenu containing the **PRINT** option. When you select this option, you will be shown a Format Menu. This menu allows you to select the format in which each record will be printed. The Format Menu will differ depending on what file you are printing, but the first option in the menu will always be **SCREEN FORMAT** and the last option will always be **(NEW FORMAT)**. The Format Menu for the **ADDRESS BOOK** file will look like this on your screen:



```
first name:
 last name:
   address:
      city:
     state:
       zip:

 telephone:

  birthday:
← → PRINT WHICH RECORDS? Press
                         ESC
print erase main         to
            menu         type
```


THE SIMPLEST WAY TO PRINT A FILE IS TO SELECT THE **SCREEN FORMAT** OPTION. IF YOU USE THIS FORMAT, YOUR FILE WILL BE PRINTED AS IT APPEARS ON THE SCREEN.

The simplest way to print any file is to use the SCREEN FORMAT that already comes on your disk. Depending on what computer you are using, after you choose a format (choose SCREEN FORMAT here) you may at this point be asked one or two questions concerning your printer. Once these questions are answered satisfactorily, *Filer* will ask you if your printer is on. When you answer **Y** for “Yes,” *Filer* will begin printing your file. If you wish to stop printing before the file is complete, press the ESC key, as indicated in the lower right-hand corner of the screen.

Using special formats

Filer lets you design your own special formats if you do not wish to print the file in screen format. The name of any new formats you design will be permanently added to the Format Menu for the current file, so that you may use these special formats every time you print the file. The **ADDRESS BOOK** file already has two such special formats in its Format Menu: **LABEL** and **TELEPHONE**.

To select an alternate format, you must return to the Format Menu by selecting **PRINT RECORDS** from the Main Menu and **PRINT** from the submenu. If you are using the **ADDRESS BOOK** file, you will see the **LABEL** and **TELEPHONE** formats on the Format Menu. Select the **LABEL** format by highlighting it and pressing **RETURN**. The upper part of the screen will contain the *format descriptor*. This tells *Filer* the format in which each record is to be printed. We will take a closer look at format descriptors in a moment.

To use the **LABEL** format, select the **PRINT** option from the submenu. *Filer* will then begin printing the file, using this format. An **ADDRESS BOOK** record printed in the **LABEL** format will look like this:

ALFREDO SUMMERFIELD
2551 ITALIAN STREET
GREENWICH CT 06831

This format would be ideal for printing mailing labels, which is why it is called the **LABEL** format.

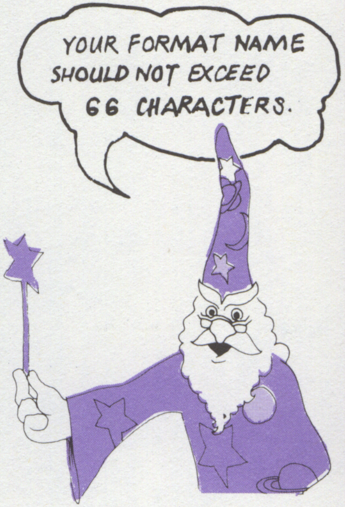
If you select the **TELEPHONE** format from the Format Menu, the **ADDRESS BOOK** records will be printed like this:

```
FOGERTY'S FRIENDS

last name                     first name           telephone
---------                     ----------           ---------


SCARBOROUGH SYSTEMS INC.                           914-332-4545
SUMMERFIELD                   ALFREDO              203/888-7777
FLINTSTONE                    FRED                 999/111-2222
FILLY                         FREDERICA            217/333-3333
THEGREAT                      FREDERICK            914/111-2222
FANDANGO                      FRED                 817/255-5532


6 records
```

Because you will be asked to give your address book a specific title, this format is ideal for creating personalized telephone directories.

Creating your own format

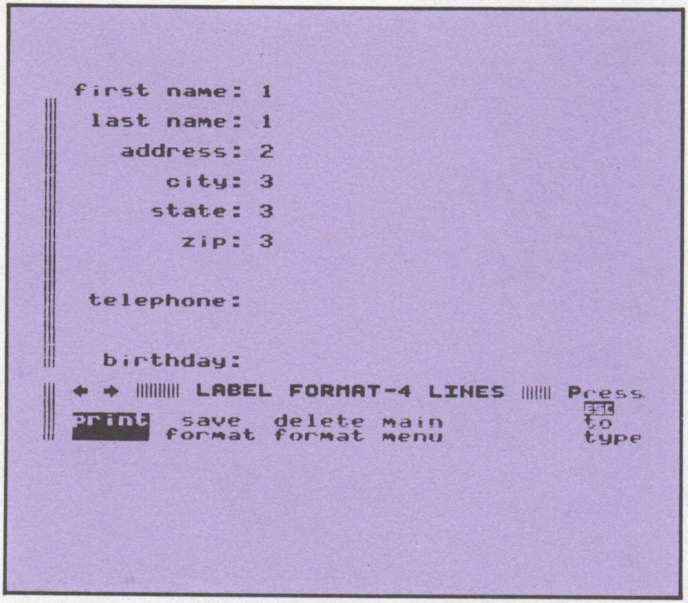
To create your own format, select the **(NEW FORMAT)** option from the Format Menu. A blank line and a cursor will appear at the bottom of the menu, just as though you were creating a new file on the File Menu. Type the name you wish to give to your new format and press **RETURN**. You will then see a menu consisting of two choices: **LINE FORMAT** and **COLUMN FORMAT**. The **LABEL** format described above is an example of a line format. Under this option, you will be able to place data items on specified lines of the printout, without identifying labels. The **TELEPHONE** format described above is an example of a column format. Under this option, you will be able to place data items in specified columns on a single line, with the identifying labels printed at the head of each column.


YOUR FORMAT NAME SHOULD NOT EXCEED 66 CHARACTERS.

LINE FORMAT

If you elect to use **LINE FORMAT**, you will be shown a list of labels and placed in the edit mode. Rather than entering your data at this point, you will be asked to enter a format descriptor—a number from 1 to 10 typed after each label that indicates where the data item will appear on the printout. These numbers permit more than one data item to be placed on the same line. If you do not type a number after a data item, that data item will not be included in the printout.

Here are the format descriptors for the **LABEL** format:

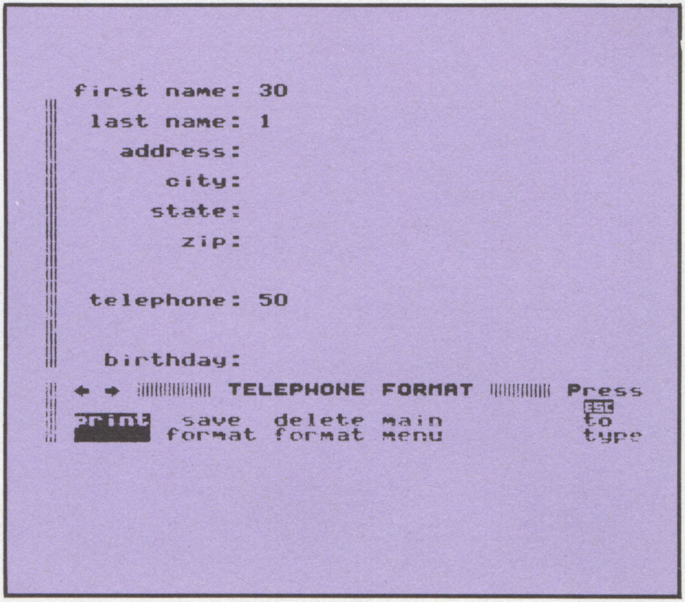


```
first name: 1
 last name: 1
   address: 2
      city: 3
     state: 3
       zip: 3

 telephone:

  birthday:
← → LABEL FORMAT-4 LINES            Press
                                    ESC
print  save    delete  main         to
       format  format  menu         type
```

This tells *Filer* that the **FIRST NAME** and **LAST NAME** are to be printed on line 1, that the **ADDRESS** is to be printed on line 2, and that the **CITY**, **STATE**, and **ZIP** are to be printed on line 3. **TELEPHONE** and **BIRTHDAY** are not to be printed at all. Compare this format to the example of the **LABEL** printout that you will find on p. 34.

COLUMN FORMAT

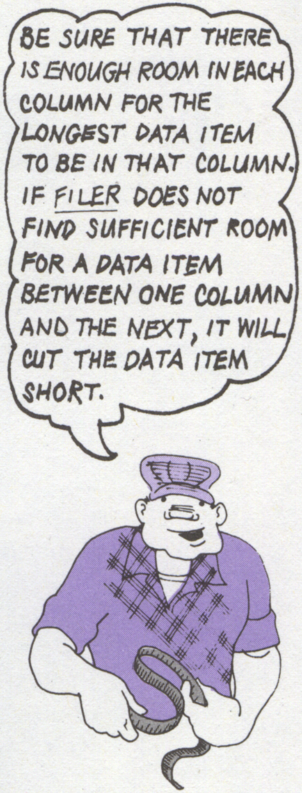
If you elect to use **COLUMN FORMAT**, you will also be presented with a list of labels and a cursor. Using **COLUMN** format, however, you must follow each label with a number indicating the tab position—where the data in a data item should be printed on a single line. For instance, if you wish a given data item to be printed in the first position on a line, you would type 1. If you wish it to be printed in the 56th position on a line, you would type 56. And so on. The tab position must not be greater than 79 as this is the standard width of a printed line. Any data item that is not provided with a tab position will not be printed. Here are the format descriptors for the **TELEPHONE** format:



```
first name: 30
 last name: 1
   address:
      city:
     state:
       zip:

 telephone: 50


  birthday:
```

← → TELEPHONE FORMAT Press ESC to type
print
save format
delete format
main menu

This tells *Filer* that the **FIRST NAME** is to begin at a tab position of 30, **LAST NAME** is to begin at a tab position of 1, and **TELEPHONE** is to begin at a tab position of



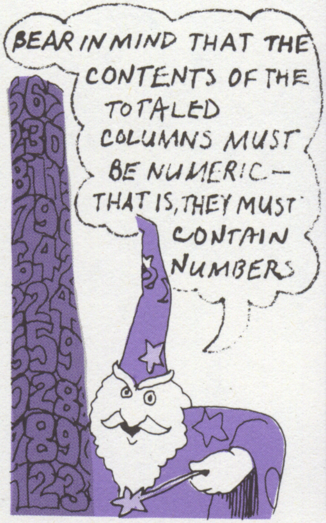
BE SURE THAT THERE IS ENOUGH ROOM IN EACH COLUMN FOR THE LONGEST DATA ITEM TO BE IN THAT COLUMN. IF FILER DOES NOT FIND SUFFICIENT ROOM FOR A DATA ITEM BETWEEN ONE COLUMN AND THE NEXT, IT WILL CUT THE DATA ITEM SHORT.

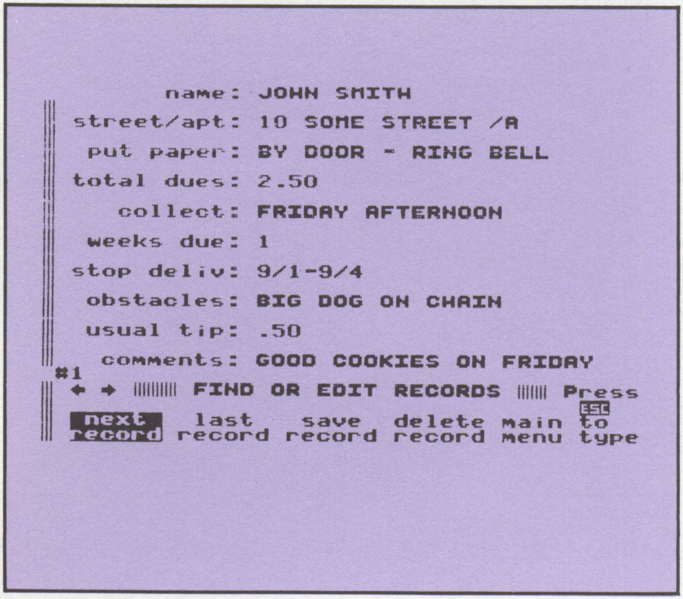
50. **ADDRESS**, **CITY**, **STATE**, **ZIP**, and **BIRTHDAY** are not to be printed at all. Compare this to the example of the **TELEPHONE** printout shown on p. 35.

The T descriptor

COLUMN is an ideal way to print columns of numbers. For some files, you may want *Filer* to add all of the numbers in a particular column and print a total at the bottom. You can ask *Filer* to do this with the *T* (for "Total") *descriptor*. Simply place the letter **T** after the tab position in any column that you wish to have totaled.

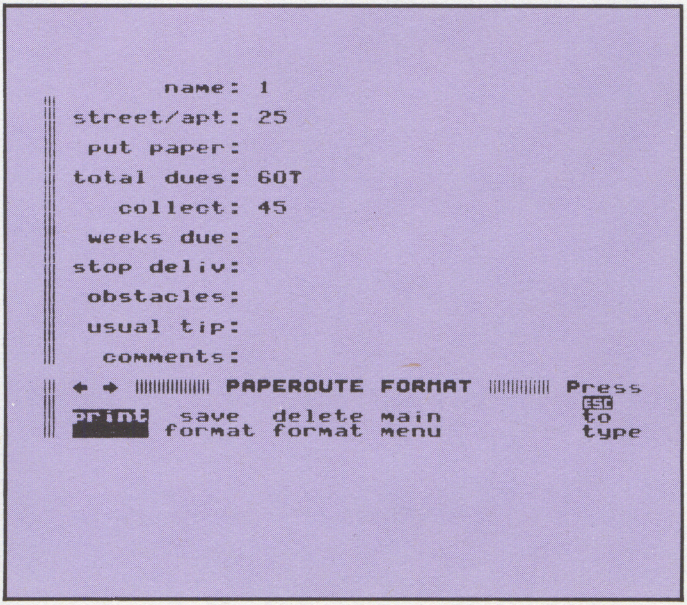
For an example of the T descriptor, go to the Main Menu, choose **SELECT A FILE**, and select the **PAPER ROUTE** file. Here is a typical record from the **PAPER ROUTE** file:


BEAR IN MIND THAT THE CONTENTS OF THE TOTALED COLUMNS MUST BE NUMERIC— THAT IS, THEY MUST CONTAIN NUMBERS



```
         name: JOHN SMITH
   street/apt: 10 SOME STREET /A
    put paper: BY DOOR - RING BELL
   total dues: 2.50
      collect: FRIDAY AFTERNOON
    weeks due: 1
   stop deliv: 9/1-9/4
    obstacles: BIG DOG ON CHAIN
    usual tip: .50
     comments: GOOD COOKIES ON FRIDAY
#1
← → ||||||| FIND OR EDIT RECORDS |||||| Press
                                                ESC
 next     last    save    delete   main    to
 record   record  record  record   menu    type
```

Return to the Main Menu and choose the **PRINT RECORDS** option. You will see a list of the **PAPER ROUTE** labels. Select **PRINT** from the submenu. Choose the **PAPEROUTE** format from the Format Menu. The format descriptors for the **PAPEROUTE** format look like this:



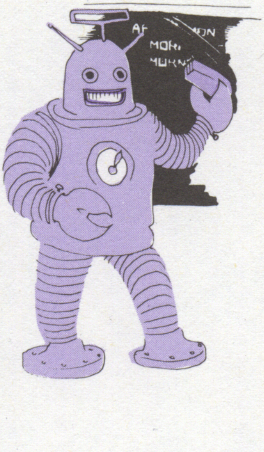
```
       name: 1
 street/apt: 25
  put paper:
 total dues: 60T
    collect: 45
  weeks due:
 stop deliv:
  obstacles:
  usual tip:
   comments:
```

PAPEROUTE is in column format. See if you can deduce from the descriptors just what this format looks like. Obviously, the first item on each line will be the name, followed by the street/apt. address and the collection date (which is contained in item **COLLECT**) and, finally, **TOTAL DUE** (which represents the number of dollars due from each individual on the route).

The descriptor for **TOTAL DUE** reads **60T.** This tells *Filer* to place this column in the 60th space on the line and to add up all the numbers in this column and print the total at the bottom. Here is a printout of the **PAPER ROUTE** file:

```
PETER'S PAPER ROUTE

name                    street/apt          collect         total due$
----                    ----------          -------         ----------


JOHN SMITH              10 SOME STREET /A   FRIDAY AFTERNOON      2.50
SALLY JONS              25 JACKSON BLVD     SATURDAY MORNING      2.50
BILBO FLANNIGAN         25 SOME ST          SATURDAY MORNING      5.55
RICHARD WAGNER          55 N. FIRST ST      SATURDAY MORNING      3.00
BEL CANTO               125 N. FIRST ST     MONDAY MORNINGS      10.52
RAY LIGHT               250 CHARLES ST      MONDAY MORNINGS       5.50
BILLY BOSKOFFSKY        5500 SAMPLE ST      MONDAY EVENING        7.50
                                                            ----------
                                                                 37.07



7 records
```

Saving and deleting formats



TO DELETE AN EXISTING FORMAT FROM THE FORMAT MENU, CALL UP THE UNDESIRED FORMAT AND SELECT THE **DELETE FORMAT** OPTION FROM THE SUBMENU.

Before you can use your newly created format, you must save it to the disk. To do this, leave the edit mode and choose the **SAVE FORMAT** option from the submenu. The name of the new format will be added to the Format Menu for that file. (When you save a **LINE** format, you will be asked how many lines you used per record. Answer appropriately.)

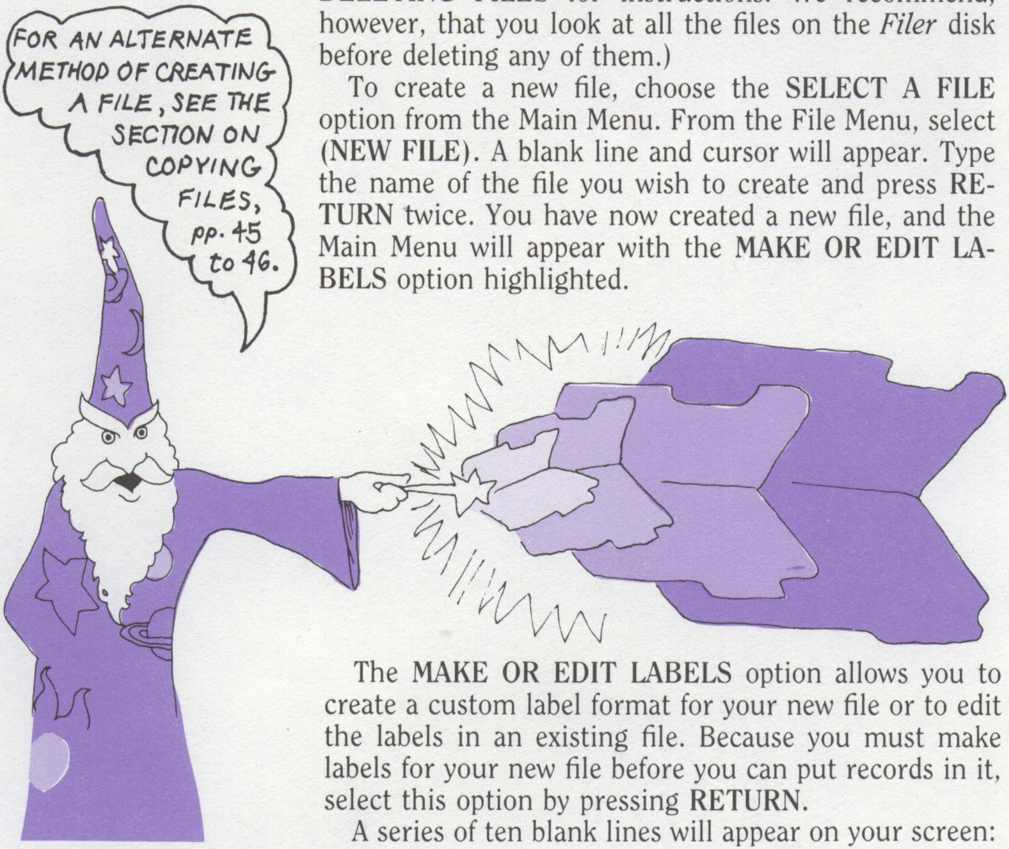
3.

Advanced Features

CREATING NEW FILES

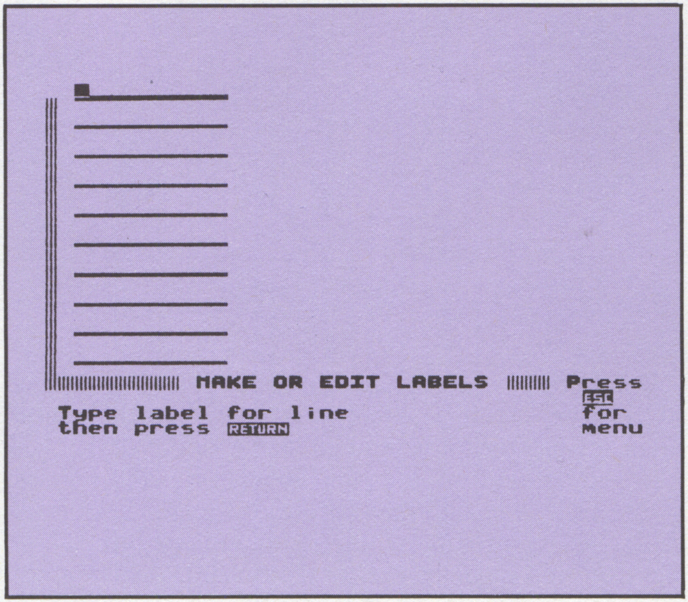
Although you are free to add records to the files already supplied on the *Filer* Data disk, you will almost certainly want to create files of your own, with your own file names, labels, and records. You may create a new Data disk to hold these files (see your machine-specific guide for instructions) or use the copy that you made of the *Filer* Data disk. There is room left for one new file on the *Filer* disk, though you may create extra room by deleting existing files. (See the section in this manual on **DELETING FILES** for instructions. We recommend, however, that you look at all the files on the *Filer* disk before deleting any of them.)

To create a new file, choose the **SELECT A FILE** option from the Main Menu. From the File Menu, select **(NEW FILE)**. A blank line and cursor will appear. Type the name of the file you wish to create and press **RETURN** twice. You have now created a new file, and the Main Menu will appear with the **MAKE OR EDIT LABELS** option highlighted.

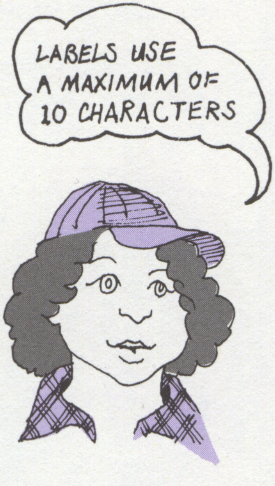

FOR AN ALTERNATE METHOD OF CREATING A FILE, SEE THE SECTION ON COPYING FILES, pp. 45 to 46.

The **MAKE OR EDIT LABELS** option allows you to create a custom label format for your new file or to edit the labels in an existing file. Because you must make labels for your new file before you can put records in it, select this option by pressing **RETURN**.

A series of ten blank lines will appear on your screen:



```
MAKE OR EDIT LABELS            Press
                                ESC
Type label for line             for
then press RETURN               menu
```


LABELS USE A MAXIMUM OF 10 CHARACTERS

A cursor will appear at the beginning of the first line. You are now in edit mode. Using the normal *Filer* editing procedures, type labels on all lines in the order you wish labels to appear in your file. If you wish for a line to remain blank, do not place a label on that line. When you have finished typing labels, leave the edit mode. You will be presented with a submenu containing three options: **SAVE LABELS**, **ERASE LABELS**, and **MAIN MENU**.

Once you have saved the labels, your new file will be ready for you to use. Choose the **ADD RECORDS** option from the Main Menu to add new records. Bear in mind that *Filer* will not allow more than 250 records in any one file.

- The **SAVE LABELS** option will store the labels for your new file on the disk, then return you to the Main Menu.
- The **ERASE LABELS** option will erase what you have typed and return you to the edit mode; use this option if you want to start the labels again from scratch.
- The **MAIN MENU** option will return you to the Main Menu without saving the labels.

BEAR IN MIND THAT DELETING A FILE IS IRREVOCABLE. ONCE YOU HAVE DELETED IT, YOU CANNOT GET IT BACK.

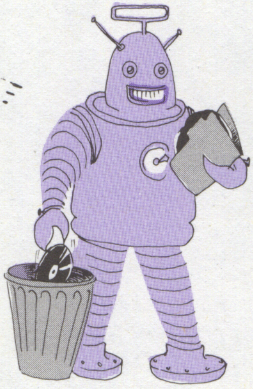
The **MAKE OR EDIT LABELS** option can also be used to edit labels in an existing file. Simply select the desired file from the File Menu and choose the **MAKE OR EDIT LABELS** option from the Main Menu. You will be placed in the edit mode automatically and will be shown a list of the labels in the file. After you have edited the labels, leave the edit mode and select the **SAVE LABELS** option from the submenu to save your editing to the disk.

Deleting files

To delete an existing file from the disk, choose the **DELETE A FILE** option from the Main Menu. To prevent you from deleting the wrong file accidently, *Filer* gives you two chances to change your mind. First, it asks you **DELETE (filename)? (Y/N)**. You must respond either **Y** (for "Yes") or **N** (for "No"). If you simply press **RETURN**, *Filer* will assume that you have changed your mind and will return you to the Main Menu.

Before answering this question, be sure to look at the file name following the word **DELETE** to make sure that it is the file you intend to eliminate. If you are certain, then type **Y** and press **RETURN**. *Filer* will then ask **ARE**

TO DELETE INDIVIDUAL RECORDS WITHIN A FILE, CHOOSE THE **FIND OR EDIT RECORDS** OPTION FROM THE MAIN MENU, USE **FIND** TO LOCATE THE FILE(S) YOU WISH TO DELETE, AND USE THE **DELETE RECORD** OPTION FROM THE SUBMENU.



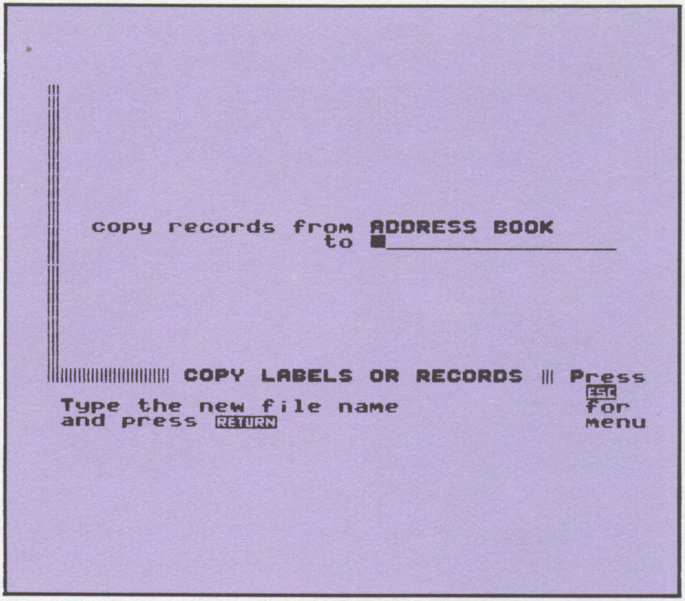
YOU SURE? (Y/N). If you are, type **Y**, then press **RETURN**. If you are not, type **N**, then press **RETURN**. In either case, you will be returned to the Main Menu.

Copying Files

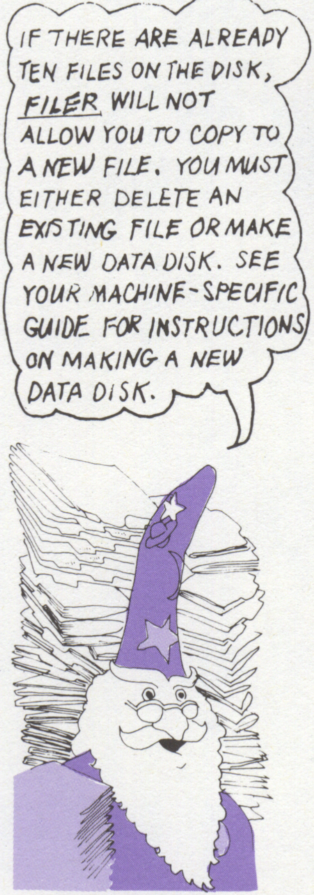
On occasion you will want to create a new file that bears a resemblance to an old file—for example, the two files might share certain labels, or all labels, in common. Instead of requiring you to type the labels again to create the new file, *Filer* lets you copy the labels from the old file into a new one by using the **COPY LABELS OR RECORDS** option from the Main Menu. You may then edit the labels as desired using the **MAKE OR EDIT LABELS** option.

Or, you might wish to break a single large file into two files. (*Filer*, as noted earlier, allows a maximum of 250 records per file.) To do this, copy half of the file into a new file and the rest into another, then delete the original file.

To copy labels or records from one file to another, first use the **SELECT A FILE** option to choose the file you wish to copy from, then return to the Main Menu and select the **COPY LABELS OR RECORDS** option. After you select the **COPY LABELS OR RECORDS** option, you will see the following:



```
         copy records from ADDRESS BOOK
                        to █______________________


||||||||||||||| COPY LABELS OR RECORDS || Press
                                          ESC
Type the new file name                    for
and press RETURN                          menu
```


IF THERE ARE ALREADY TEN FILES ON THE DISK, FILER WILL NOT ALLOW YOU TO COPY TO A NEW FILE. YOU MUST EITHER DELETE AN EXISTING FILE OR MAKE A NEW DATA DISK. SEE YOUR MACHINE-SPECIFIC GUIDE FOR INSTRUCTIONS ON MAKING A NEW DATA DISK.

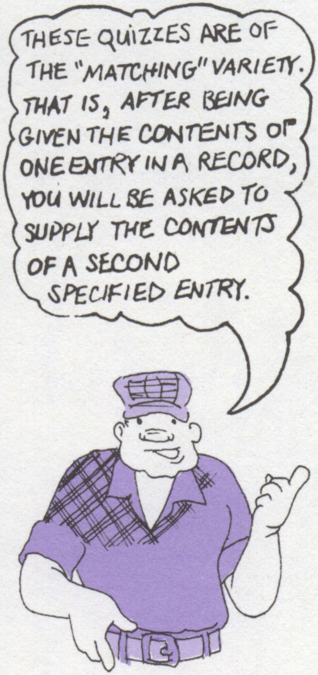
Type the name of the new file. You may not copy to an existing file. *Filer* will ask: ONLY LABELS AND FORMATS? (Y/N).

If you type **Y** in response, *Filer* will copy only the labels and format descriptors to the new file. There will be a brief pause as copying takes place. When copying is complete, the new file will have been added to the File Menu.

If you type **N** in response, *Filer* will display the record labels and ask COPY WHICH RECORDS? If you want to copy all records from the file, choose the COPY option from the submenu. If you only want to copy certain records, enter the edit mode and type the search key(s) for those records. Then leave the edit mode and choose the COPY option.

4.

Quizzes


THESE QUIZZES ARE OF THE "MATCHING" VARIETY. THAT IS, AFTER BEING GIVEN THE CONTENTS OF ONE ENTRY IN A RECORD, YOU WILL BE ASKED TO SUPPLY THE CONTENTS OF A SECOND SPECIFIED ENTRY.

Although *Filer* will remember things for you, it will also help you to remember things for yourself. If there is a type of information that you need to commit to memory, you can enter this information into a file, then ask *Filer* to quiz you on the contents, to test your own ability to recall the information.

To have *Filer* quiz you on the contents of a current file, for demonstration purposes, select **STATE CAPITALS**, then choose the **QUIZ** option from the Main Menu. The **QUIZ** option will then ask you if you want a **TYPE MATCH** quiz or a **CHOOSE MATCH** quiz (or return to the **MAIN MENU**).

Type match

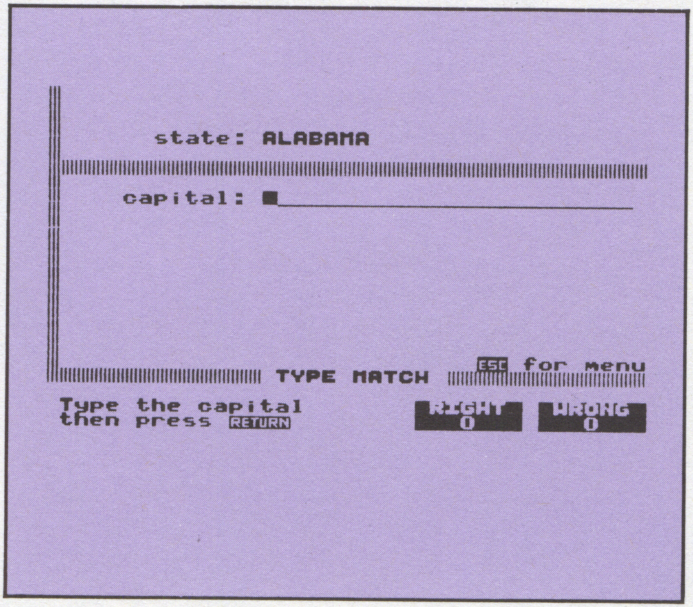
A **TYPE MATCH** is a fill-in-the-blanks quiz. If you select **TYPE MATCH**, you will be presented with a menu of the labels in the **STATE CAPITALS** file. The label that you choose from this list will be used as the source of the "questions" in the quiz. As a demonstration, select the **STATE** label.

You will then be presented with a menu of the labels in the file minus the label that you chose from the first menu. The label that you select from this menu will be used as the source of the "answers" to the questions—that is, you must match the contents of this label to the contents of the label chosen from the first menu. For now, select the **CAPITAL** label.

A new submenu will appear. You will be given the choice of an **ORDERED QUIZ**, a **RANDOM QUIZ**, of starting again, or returning to the Main Menu.

- In an **ORDERED QUIZ**, you will proceed through the records in the file in their current order, being asked questions about each in turn. (If you would like to change the order of the quiz, sort the file first.)
- In a **RANDOM QUIZ**, you will proceed through the records in random order.

Choose ORDERED QUIZ from the submenu. *Filer* will read the records from the file one by one. It will then print your score (RIGHT 0, WRONG 0) in the lower right-hand corner and pose the first "question":

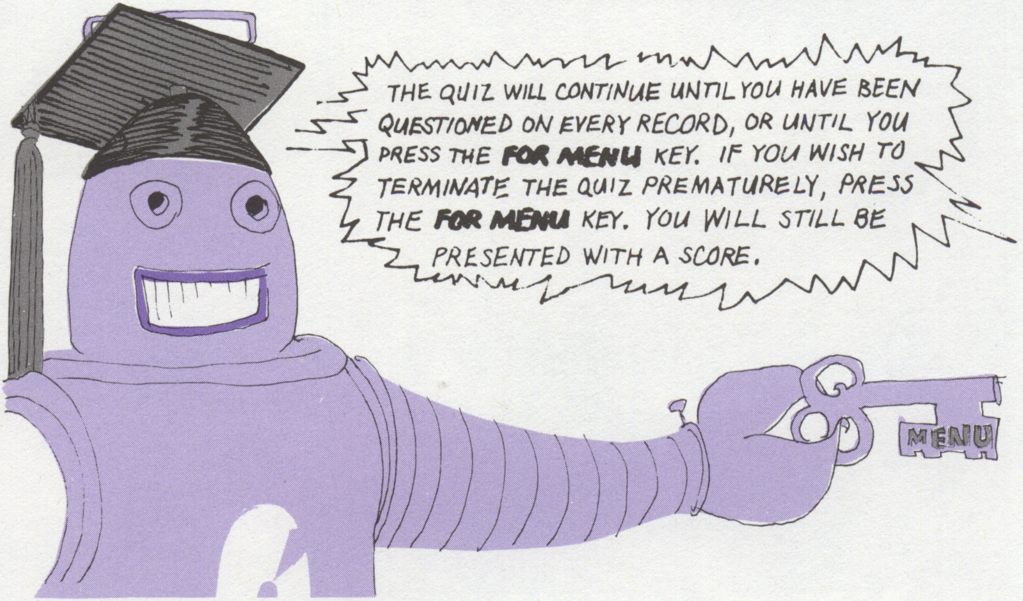


```
state: ALABAMA

capital: ■________________________

TYPE MATCH                ESC for menu
Type the capital
then press RETURN           RIGHT    WRONG
                              0        0
```

You are expected to fill in the blank with the name of the capital of Alabama. If you answer incorrectly, *Filer* will request that you try again and will offer you a second chance to give the correct answer. If you answer incorrectly the second time, *Filer* will provide you with the correct answer (which, in this case, is **MONTGOMERY**) and add 1 to your WRONG score.

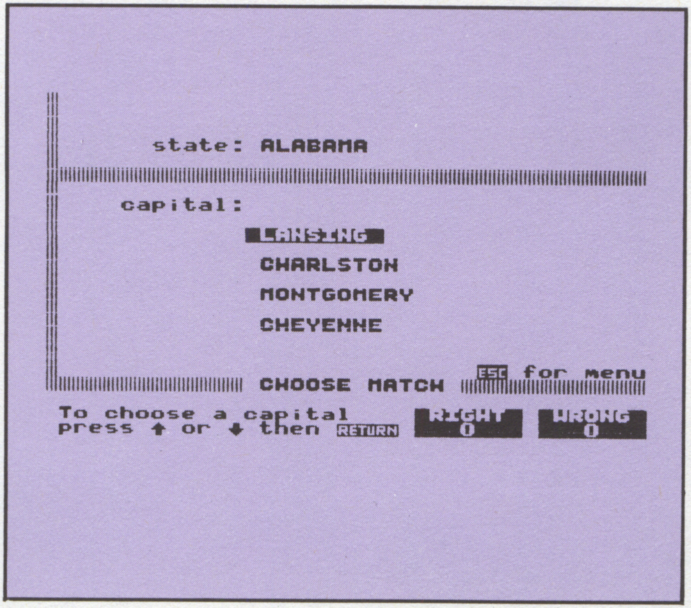
On the other hand, if you should answer correctly, *Filer* will add 1 point to your RIGHT score and advance to the next question.

After you have been quizzed on all records in the file, you will be quizzed a second time on those for which your answer was incorrect the first time. At the end of the quiz, *Filer* will tell you how many questions you were asked and how many were answered correctly, and will provide you with a percentage score.


THE QUIZ WILL CONTINUE UNTIL YOU HAVE BEEN QUESTIONED ON EVERY RECORD, OR UNTIL YOU PRESS THE **FOR MENU** KEY. IF YOU WISH TO TERMINATE THE QUIZ PREMATURELY, PRESS THE **FOR MENU** KEY. YOU WILL STILL BE PRESENTED WITH A SCORE.
MENU

Choose match

A CHOOSE MATCH is a multiple-choice quiz. If you select a CHOOSE MATCH, you will also be asked to select a label to serve as a "question" and a label to serve as the "answer," but the questions will be presented in this form:



```
      state: ALABAMA

    capital:
                LANSING
                CHARLSTON
                MONTGOMERY
                CHEYENNE
                                ESC for menu
                CHOOSE MATCH
To choose a capital          RIGHT    WRONG
press ↑ or ↓ then RETURN       0        0
```

Now you must select the correct answer by highlighting the desired choice and pressing **RETURN**. Once again, you will be quizzed on all fifty records, then quizzed a second time on those you answered incorrectly the first time. Finally, you will be presented with a score. To end the quiz prematurely, press the **ESC** key.

5.

Appendix: Quick Reference Guide

Filer is an electronic filing system. With *Filer* you may create file formats, store and retrieve files on floppy disk, sort and search files on key fields, and produce interactive quizzes using information in the files. For machine-specific information, such as booting the program, using the keyboard to edit files, etc., see the machine-specific guide included in the *Filer* package.

The Data Disk

Filer files are stored on a Data disk separate from the main *Filer* Program disk. After booting the program, you must insert the Data disk into your drive and leave it there while using the program. *Filer* stores files on the disk in its own format and maintains its own directory of the disk, which is not readable by your computer's operating system. A Data disk is supplied with the *Filer* package. To create new Data disks, see your machine-specific guide. It is recommended that you make a backup copy of the *Filer* Data disk before attempting to use it. Several sample files are included on this disk.

Using Menus

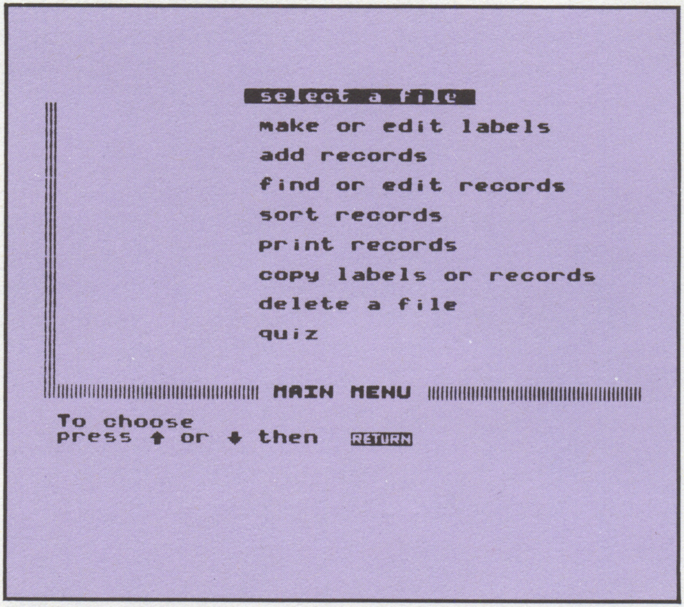
Most commands to *Filer* are given via menus. You must first highlight the desired option on the menu by using predefined keys on your computer's keyboard (see the machine-specific guide for details) and pressing the RETURN key.

The Main Menu

All tasks that can be performed with *Filer* are available from the Main Menu.

We will describe the individual options in the following pages. To return to this menu from other options, either choose the Main Menu from a submenu (if available) or press the key indicated by the legend in the lower right–hand corner of the screen.

The Main Menu contains these options:


select a file
make or edit labels
add records
find or edit records
sort records
print records
copy labels or records
delete a file
quiz
MAIN MENU

To choose
press ↑ or ↓ then RETURN

File Limitations

Filer places the following limitations on the creation of files and records:

10 files per disk
250 records per file
10 labels per record
24 characters per data item
10 characters per label

Edit Mode

At times, you will need to edit information on the video screen. This requires that you first enter the edit mode. In some instances, *Filer* will place you in the edit mode automatically; otherwise, your computer's ESCAPE

(ESC) key (note the words **PRESS ESC TO TYPE** in the lower right-hand corner of the screen) will place you in the edit mode.

While in the edit mode, you will be able to move your cursor to various positions on the screen and delete and insert characters.

Search Keys and Conditions

Several options on the Main Menu enable you to use "keys" to call up records. You must type these keys in the appropriate data item before you search for the file; *Filer* will then find those files containing the key, not containing the key, or containing a number with a specified relationship to the key.

If you wish to find all records in which a specified data item contains a certain string of characters (such as ABCDE), type the string of characters in the appropriate data item before initiating the search. Type **NOT** in front of the string to indicate that *Filer* is to search for records where the data item does *not* contain the string.

When searching for a record that contains a number in the data item, you can locate the record more easily by putting one of the following symbols in front of the number you are using as the key:

< Locates all records where the data item contains a number that is "less than" the number given.

> Locates all records where the data item contains a number that is "greater than" the number given.

< > Locates all records where the data item contains a number that is "not equal to" the number given.

= Locates all records where the data item contains a number that is "equal to" the number given.

More than one search key may be used to specify a file or files.

Select a File

The **SELECT A FILE** option is used to tell *Filer* which file you will be working with. Upon selecting this option, you will be presented with a File Menu. Select the desired file from this menu.

SELECT A FILE is also used to create a new file. Select the file (**NEW FILE**) from the File Menu and type the name of the new file when instructed to do so. If there are ten files on the Data disk, you will not be allowed to create a new file. See your machine-specific guide for instructions on creating a new Data disk, or choose the **DELETE A FILE** option to delete an existing file.

Make or Edit Labels

Whenever you create a new file, you must create a label format for that file. The **MAKE OR EDIT LABELS** option will present you with a list of blank file labels and automatically place you in the edit mode (see page 19). You must type the labels for your file (see sample files for examples), leave the edit mode, and choose **SAVE LABELS** from the submenu. To erase labels and reenter the edit mode, choose the **ERASE LABELS** option from the submenu.

MAKE OR EDIT LABELS may also be used to edit existing file labels, in which case you will be given a list of the existing labels to edit.

Add Records

To add new records to either a new or an existing file, choose **ADD RECORDS**. You will be given a list of labels and placed automatically into the edit mode. You may type the contents of data items only (i.e., labels themselves may not be changed). When a record is complete, choose **SAVE RECORD** from the submenu to save the new record to the disk. Choose **ERASE RECORD** to erase the new record and reenter the edit mode.

Find or Edit Records

To view and edit existing records, choose the **FIND OR EDIT RECORDS** option. You will first be presented with a list of labels followed by blank fields. If you would like to specify search keys for the files to be found, enter the edit mode and type the keys on the lines following the labels. (See "Search Keys" on page 22.)

To view and/or edit records, choose the **FIND** option from the submenu, then use the **NEXT RECORD** and **LAST RECORD** options to move through the file. Only those records matching the search key(s) will be displayed. If no search key was specified, all records will be viewed. Records may be edited at any time by entering the edit mode. To save an edited record to the disk, choose the **SAVE RECORD** option. To remove a record from the file, choose the **DELETE RECORD** option.

To receive a count of all records matching the search key(s)—or all records, if no search key has been supplied—choose the **COUNT ONLY** option.

To erase the search key display and enter the edit mode, choose **ERASE**.

Sort Records

To sort the records of the current file into a specified order, choose the **SORT RECORDS** option from the Main Menu. A menu of labels from the current file will appear. Select the label that indicates the data item to be used as the sort key. You will be presented with a submenu that has three sorting options. Choose **A TO Z** to place the file in alphabetical order according to the selected data item. Choose **LOW TO HIGH** to place the file in numerical order according to the selected data item. (For proper results, the data item should be numeric.) Choose **HIGH TO LOW** to place the file in reverse numerical order according to the selected data item.

Print Records

The **PRINT RECORDS** option will print records using a specified format. Upon choosing this option, you will be given an opportunity to specify search keys to determine which records will be printed. (See "Search Keys" on page 22.) If no keys are specified, then all records will be printed.

If you choose the **PRINT** sub-option, you will be asked to supply a format. The Format Menu will consist of **SCREEN FORMAT**, **(NEW FORMAT)**, and any custom formats that have been defined for the file. The **SCREEN FORMAT** option will print the records exactly as they appear on the screen under the **FIND OR EDIT RECORDS** option.

(NEW FORMAT) will allow you to design a custom format, which will be permanently entered in the Format Menu for this file. When you choose this option, you must type a name for the new format as prompted. You will then be given a choice of **LINE FORMAT** or **COLUMN FORMAT**, after which you will be presented with a list of labels from the file and placed in the edit mode.

In **LINE FORMAT**, you must place a number after each label, indicating on which line of the printed record you wish that data item to be placed. Several data items may be placed on a single line. Data items on a single line will be printed in order according to their position in the record. There is a limit of ten lines per record. Data items that are not to appear in the printout should be left blank. Labels themselves will not be printed.

In **COLUMN FORMAT**, you must place a number after each label, indicating in which column you wish the item to be placed. Columns are numbered 0 through 79. Data items that are not to appear in the printout should be left blank. Labels are printed at the head of each column. If you wish the numbers in a column to be added and the total printed at the bottom of the column, place a **T** after the column number for that item. Contents of a totaled item should be numeric.

To save the format descriptors to disk, choose the **SAVE FORMAT** option upon leaving the edit mode. To erase the format descriptors and start fresh, choose **DELETE FORMAT**.

Copy Labels or Records

To copy labels, format descriptors, and/or records from the current file to a new file, choose the **COPY LABELS OR RECORDS** option from the Main Menu. You will be asked to give the name of the new file that will hold these records. *Filer* will also ask if you want to copy only labels and formats. If you answer yes, only labels and format descriptors will be copied to the new file; otherwise, you will be given a chance to type search keys to determine which records you wish to copy. (See "Search Keys" on page 22.) If no keys are specified, all files will be copied. Choose the **COPY** option to initiate copying.

Delete a File

This option will delete the current file from the disk. You will be given two chances to change your mind before the command is carried out.

Quiz

This option allows you to create an interactive quiz based on a file. The person taking the quiz will be asked to match the contents of one data item in a record with the contents of another data item in the same record. A percentage score will be given based on the number of correct answers. Data items to be used as questions and answers are selected from a menu after the quiz option is selected. The quiz comes in two forms: **TYPE MATCH** (fill-in-the-blanks) or **CHOOSE MATCH** (multiple-choice).

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